

# Mid-West Planning District

## JOB POSTING (OPEN COMPETITION)

**POSITION:** The Mid-West Planning District is accepting applications for a temporary/full time Office Assistant with the potential of being a permanent full-time position, to commence in February of 2019.

### **DEPARTMENT:**

The Mid-West Planning District is a progressive planning district who provides service to the Rural Municipality of Ellice-Archie, Hamiota Municipality, Rural Municipality of Oakview and the Prairie View Municipality. The Main Office is located in Miniota Manitoba

### **SUMMARY OF RESPONSIBILITIES:**

Will act under the direction of the office manager and will be required to perform general office duties.

### **QUALIFICATIONS THAT WOULD BE AN ASSET:**

- Excellent interpersonal skills,
- Must have sufficient computer and keyboarding skills.
- Must have basic office skills.
- Valid driver's license along with a licensed vehicle is required.
- Must have a Grade 12, G.E.D. or Mature High School Diploma.

**SALARY:** The applicant is required to state the expected salary.

### **DEADLINE FOR APPLICATIONS:**

Interested candidates should submit a cover letter and detailed resume, including three references, marked Development Officer Position no later than 4:00 P.M. January 31 2019.

Wayne J. Poppel,  
Secretary Treasurer  
P.O. Box 96, Miniota, MB R0M 1M0  
devofficer@midwestplanning.ca

A full job description may be obtained from the  
Mid-West Planning District.

*Thank you to all who apply, however, only those candidates selected for interviews will be contacted.*